

GUIDELINES:
STUDENT EDUCATION AND CAREER PLANNING AND EVALUATION
TOOLS
(09/00)

DOCUMENT TITLE: Student Education and Career Record Evaluation (SECRE Form)

HOW: The Guidance Counselor and/or School Representative:

- Complete the top portion;
- Review all evaluation data, summarize data on the record, sign and date the record; and
- Update as appropriate.

The Workplace and School Representative;

- Review all evaluation data, check off, sign and date in the column parallel to the skills attained by the student.

WHO: Guidance counselors and/or school staff as well as employer representatives.

FOR WHOM: All students participating in the School-to-Career System (Grades 9-12).

WHEN: Quarterly, at minimum. May be completed at the conclusion of specific structured projects.

WHERE: School and Workplace.

WHY: To record progress in mastery of academics, technical and employability skills, in school and in the workplace.

Student Education and Career Record and Evaluation Form
For Certificate of Initial Mastery – Arts and Media Cluster

Student _____

Educational Institution _____

Counselor/
Advisor _____

Grade (Secondary)

Semester (Postsecondary)

☐ 9 ☐ 11

☐ 1 ☐ 3

☐ 10 ☐ 12

☐ 2 ☐ 4

Employer I _____

Name

Educator _____

Address

Name

Educator _____

Employer 2 _____

Name

Educator _____

Name

Address

Name

Employer 3 _____

Name

Address

Skills	School-Based Learning	Work-Based Learning
<i>I. ACADEMIC SKILLS</i>		
LANGUAGE ARTS		
• Reading		
1. Locate and use reference materials		
2. Sequence information		
3. Compare and contrast information		
4. Interpret technical documents, manuals and tables		
5. Identify main and subordinate ideas		
6. Cross-reference information		
7. Follow directions to achieve an objective		
8. Identify cause and effect relationships		
9. Draw conclusions from facts		
10. Predict consequences		
11. Interpret abbreviations, symbols and graphs		

Skills	School-Based Learning	Work-Based Learning
• Writing		
1. Organize and relate ideas		
2. Develop preliminary outline		
3. Use standard grammar and punctuation		
4. Create clear memos and letters		
5. Proofread and edit		
6. Complete forms and applications		
7. Take notes		
8. Create and interpret graphs and charts		
• Communication Skills		
1. Exchange ideas		
2. Ask and answer questions		
3. Organize and express directions in logical sequence		
4. Convey thoughts upward, downward and laterally		
5. Comprehend ideas and instructions		
6. Follow directions to achieve an objective		
7. Use appropriate body language		
8. Distinguish between relevant and irrelevant		
9. Identify cause and effect information		
10. Infer meaning		
11. Draw conclusions		
12. Predict consequences		
13. Apply data analysis to job tasks		
14. Demonstrate interviewing skills		
15. Demonstrate telephone skills		
• Mathematics		
1. Add, subtract, multiply and divide whole numbers, decimals, fractions and mixed numbers		
2. Convert decimals, fractions, ratios & percentages		

Skills	School-Based Learning	Work-Based Learning
3. Conduct linear, area, volume capacity and weight measurements		
4. Calculate ratios and proportions		
5. Estimate to nearest whole numbers		
6. Apply statistical principles		
7. Apply algebraic principles		
8. Apply geometric principles		
9. Identify trends from data		
10. Create and interpret tables and graphs		
11. Use a calculator		
• Sciences		
1. Demonstrate basic understanding of biology		
2. Demonstrate basic understanding of chemistry and physics		
• Computer Knowledge		
1. Operate a personal computer		
2. Have keyboarding skills		
3. Use word-processing software		
4. Use specialized software		
5. Use database software		
6. Use CD-ROMS		
7. Establish document storage		
8. Use computer communication		
9. Use computers to format		

Skills	School-Based Learning	Work-Based Learning
10. Use computer spreadsheets		
11. Enter simple data		
12. Apply computers to job tasks		
13. Apply computers to job tasks		
II. TECHNICAL SKILLS		
• Reading		
Read and define scripts, plays news		
media articles		
Understand technical terms		
Read and understand various literary		
works		
Read and understand historical texts -		
on subjects such as folk art, drawing,		
painting, sculpture, design – to film		
and video		
• Writing		
Use artistic terminology properly in		
written materials		
Edit, copy news articles		
Write, improvise and refine scripts in		
a variety of traditional and new forms		
Design coherent stage management,		
promotional and business plans		
Fill out work-related forms		
Ability to write Internet Web content		
Write new copy		
• Mathematics		
Understand algebra and trigonometry for		
use in computing time codes, numerical		
measurement of light and analyzing date		
Use a scale in design or construction		
Understand math application of budgeting		
Read floor plans		

Skills	School-Based Learning	Work-Based Learning
• Scientific Knowledge		
Knowledge of basic anatomy and kinesiology		
Basic knowledge of good nutrition and healthy life practices as they relate to dance		
Draft blueprints		
Understanding of colors and how light reflects, refracts		
Knowledge of how camera and film respond to different types of light		
Understanding of optics		
Know how to explain the basic physical and Chemical properties of light, color, electricity		
Knowledge of taking, developing and processing chemistry, film characteristics, exposures, filters, optics, light, color and cameras		
Knowledge of line and continuous tone cog		
Knowledge of materials properties		
Knowledge of electricity		
• Speaking and Listening		
Listen effectively		
Phrase artistic concepts clearly		
Use professional terminology correctly		
Describe the action and movement elements observed in a dance, using appropriate movement vocabulary		
Conduct auditions		
Direct scenes		
Prepare an aesthetic photograph presentation		
Form and defend judgments about characteristics and structure to accomplish goals		

Skills	School-Based Learning	Work-Based Learning
Problem solving and analytical		
Evaluate music and music performances		
Understand relationships between music, the other arts, and disciplines outside the arts		
Understand music in relation to history and culture		
Listen, analyze and describe music		
Apply and demonstrate critical and creative thinking skills in dance		
Understand dance and theater in various cultures and historical periods of performers		
Understand how to evaluate dance, such as the skill, originality, visual and/or emotional impact, variety and contact		
Respond appropriately to technical difficulties		
Use resources efficiently		
Interpret dramatic texts		
Organize and conduct rehearsals for informal or formal productions		
Create and implement production schedules, stage-management plans, promotional ideas, and business and front-of-house procedures for in formal and formal productions		
Compare and integrate art forms by analyzing traditional theater; dance music, visual arts and new art forms		
Research cultural, historical and symbolic clues in dramatic texts		
Research and describe appropriate historical production designs, techniques and performances from various cultures		
Research ability		
Understand how to evaluate photograph, including impact, variety, technical skills and contrast		

Skills	School-Based Learning	Work-Based Learning
Understand and apply media, techniques and processes		
Apply knowledge of structure and functions to evaluate the effectiveness of artwork		
Create multiple solutions to specific visual arts problems		
• Artistic/Creative Skills		
Musical ability and skills		
Knowledge of instruments and voice		
Skill in sight-reading, transposing, improvising, memorizing		
Sing, alone and in groups, a varied repertoire of music		
Improvise melodies, variations and accompaniments		
Compose and arrange music with specified guidelines		
Read and notate music		
Identify and demonstrate movement elements and skills in performing dance		
Demonstrate accurate memorization and reproduction of movement sequence		
Understand choreographic principles, processes and structure		
Understand dance to create and communicate music		
Demonstrate musical aptitude		
Have knowledge of the art form and know how to respond to it		
Understand composition, design and aesthetics		
Know how to demonstrate various classical and contemporary acting techniques and methods		
Dramatic/comedic talent and skill		
Knowledge of voice		
Ability to express a wide range of emotions and character traits		
Understand the use of color, light and image in Photography		
Demonstrate imagination		
Create art in an Internet Web environment		

Knowledge of equipment for occupation		
Operate machinery related to job		
• Computer Skills		
Understand CAD technology		
Understand basic software programs		
Knowledge of the Internet		
III. EMPLOYABILITY SKILLS		
• Attitudes & Attributes		
1. Takes initiative		
2. Assumes responsibility		
3. Displays a good self-concept		
4. Persists until job is done		
5. Works well without supervision		
6. Takes responsibility for production/quality		
7. Conflicts do not impede performance		
8. Seeks new challenges		
9. Applies ethics to behavior		
10. Responds well to criticism		
11. Maintains a professional image		
12. Works well under stress		
13. Displays positive behaviors		
14. Follows instructions		
15. Adheres to code of conduct		
• Customer Service		
1. Adopt a customer service orientation		
2. Gather information from various sources to identify prospective customers/markets		
3. Communicate with customer in a professional manner		
4. Maintain accurate and complete information about customers		
5. Document and process customer information/orders		
6. Interpret customer information to identify needs		
7. Offer options to problems and negotiate solutions		
8. Show customers how to implement plan and take action whenever necessary		
9. Monitor implementation plan and take action whenever necessary		
10. Identify new customer needs		
11. make alternate recommendations		
12. Analyze customer feedback to improve internal customer support process		
• Team Work		
1. Works effectively in a team		
2. Follows instructions		
3. Takes initiative		
4. Provides support to others		
5. Fosters innovation		
6. Manages relationships		

• Adaptability		
1. Accepts changes		
2. Performs multiple assignments		
3. Shows flexibility		
4. Adjusts style to the situation		
5. Handles multiple tasks simultaneously		
6. Adapts skills to new tasks		